



Office of
General Services

COMeT

Centralized Online Management for
eProcurement Tool

The Procurement Services division of the New York State Office of General Services (OGS) has developed an online tool to manage the centralized IT Umbrella Manufacturer-Based Contract Award 22802! The Centralized Online Management for eProcurement Tool (COMeT) makes it faster and easier for authorized contract users and vendors to engage in procurement activities for hardware, software, cloud, and implementation services. Find COMeT at www.ogs.ny.gov/comet.

COMeT for Buyers

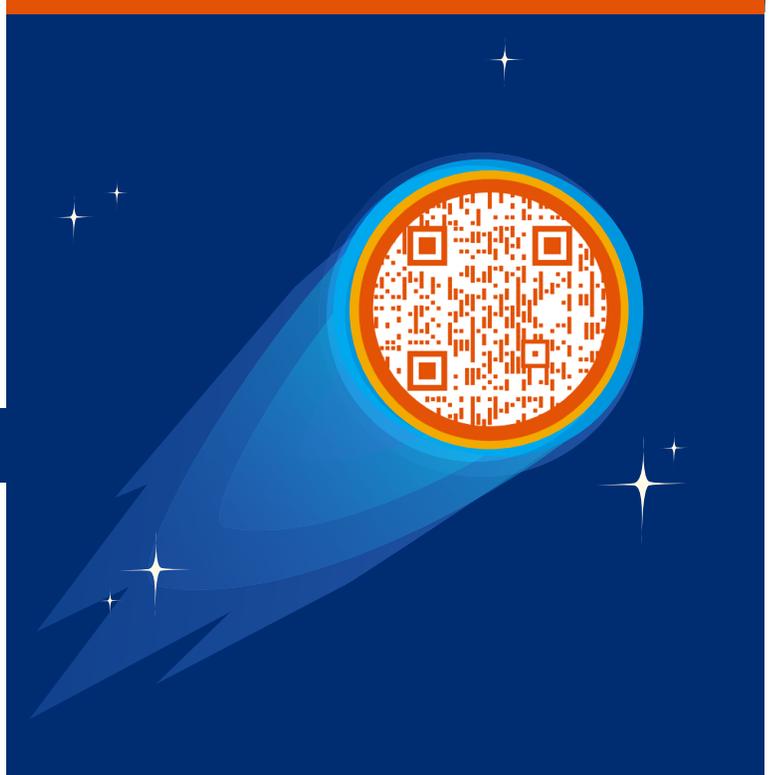
In addition to searching across all contractor pricelists at one time for a particular product or service, COMeT allows buyers to easily create a request for quote (RFQ) by:

- Using web forms and templates
- Selecting items directly from approved pricelists
- Identifying the bidder pool and issuing the RFQ
- Receiving and responding to inquiries
- Receiving bids and issuing awards
- Exporting procurement records
- Saving RFQs in the system for future use

COMeT for Vendors

COMeT provides a streamlined request process that vendors can use to efficiently add, modify, or remove products from their product lists. The tool also allows contractors and resellers to:

- Receive emails indicating that an RFQ has been issued
- Respond to RFQs in a consistent format
- Pose questions during a Q&A period
- Submit multiple quotes, if necessary
- Reference previously submitted quotes
- Add and remove authorized resellers
- Modify contact information



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